Entering Your Community

Taking Steps to Ensure a Productive Service Year
Talking Points/Activities

• Project Planning – Creating Your Work Plan
• Mapping Out Your Year of Service
• Setting the Stage in Your Community
• What to Observe in Organizations
• Douglas Fir Cone Activity… A RARE Tradition
Project Planning – Creating a Work Plan

Why Create a Work Plan?

- Organizational Tool
- Planning Tool
- Communication Tool
Project Planning – Creating a Work Plan

What is a Work Plan (or Work Breakdown Schedule)?

“A hierarchical decomposition of the total scope of work to be carried out by the project team to accomplish the project objectives and create the required deliverables.”
Project Planning – Creating a Work Plan

Process – Break your project into parts and develop a schedule

1. **Identify Phases**
2. **Create a Timeline** (start/end dates & duration)
3. **Meet with supervisors - FEEDBACK**
4. **Meet with project team/project partners - FEEDBACK**
5. **Meet with supervisors and partners AGAIN**
6. **Modify tasks**
7. **Modify timeline**
8. **Finalize**
9. **REVISIT/Check in**
Project Planning – Creating a Work Plan

What could it look like?

Outline/written format
Tabular/flow-chart format
Gantt Chart (spreadsheet format)
Other!

Make it your own!
Project Planning – Creating a Work Plan

Outline Format

- Task 1.2: Develop a survey contact list of Eastern Oregon NNRE entrepreneurs.

Beginning with contacts identified during the field research, the CSC research team will work to generate an extensive list of NNRE entrepreneurs who will be asked to participate in the survey. The research team will use two primary methods to develop the list: (1) asking existing NNRE contacts to connect the team with other NNRE entrepreneurs they know, and (2) working with business/trade associations and online communities to gather more potential NNRE contacts.

Responsible Parties: CSC team, with support from Hibbard, Lurie, and Sandoval

Schedule: October—December 2016

Meetings: N/A

Products: List of firms/entrepreneurs to be surveyed
Project Planning – Creating a Work Plan

Tabular/Flow-Chart Format
Project Planning – Creating a Work Plan

Gantt Chart/Spreadsheet Format

<table>
<thead>
<tr>
<th>Task</th>
<th>2016</th>
<th>2017</th>
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<tbody>
<tr>
<td></td>
<td>Oct</td>
<td>Nov</td>
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<tr>
<td>Task 1</td>
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<td>Task 1.1: Field research</td>
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<td>Task 1.2: Identify entrepreneurs</td>
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<td>Task 1.3: Survey Instrument</td>
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<td>Task 1.4: Administer survey</td>
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<td>Task 1.5: Define &amp; characterize the NNRE in Eastern OR</td>
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<td>Task 1.6: Survey findings appendix</td>
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<td>Task 1.7: Interim briefing report</td>
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<td>Task 2</td>
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<td>Task 2.1: Initial policy recommendations</td>
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<td>Task 2.2: Final “toolbox” of strategies and programs</td>
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<td>Task 3</td>
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<td>Task 3.1: NNRE workshops</td>
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<td>Task 4</td>
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<td>Task 4.1: Develop generalized NNRE assessment guide</td>
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Legend:
- Draft report
- Final report
- Draft policies
- Revised policies
- Final toolbox
- Draft guide
- Final guide
Project Planning – Creating a Work Plan

Elements to Include (at minimum)

• Name of project
• Brief description of project
• List of project tasks (and sub-tasks)
• Timeline associated with each task and sub-task
• List of deliverables associated with each task and sub-task

Also consider including...

• Project goals or desired outcomes
• List of key partners who will assist with tasks
Project Planning – Creating a Work Plan

Questions to Ponder

• Who are the organizations involved with this project?
• What has been done in the past to set the stage for this project?
• What is the need being met by completing this project?
• Who is for this project? Against? (Why?)
• What is the timeframe for the project?
• What are the deliverables (interim and final)?
• What resources do you need?
Project Planning – Creating a Work Plan

Remember...

This is a COMMUNICATION tool

Revisit your work plan often and revise as necessary

(but don’t lose sight of your objectives)
SMART - Specific, Measurable, Attainable, Relevant, Time Based
Setting the Stage – Your First Few Weeks in YOUR New Community

What are some things you should take on in your first few weeks in the office?

• Introduce yourself to everyone you meet
• Get your 30 second placement description down
• Read the local paper
• Go to meetings
• Read past plans
• Letters from Year 23 RARE Fam
• Plan for downtime (work/life balance)
• Practice Active Listening
• Ask questions
• Work Plan and Treasure Hunt!!!
What to Observe in Organizations

What to Observe in Organizations

- Norms
- Communication Patterns
- Decision Making
- Mission and Values
- Artifacts
Douglas Fir Cone Activity
A long time ago, when the animals and plants could speak to each other, there was a great forest fire burning through the forest. Little Mouse ran as fast as he could away from the hot fire but he knew he could not outrace the fast moving flames. He began to run from tree to tree asking them if they could save him. First he ran to the bigleaf maple tree. “Help, help!” he cried. “Can you help me escape this fire?”

Bigleaf maple tree replied, “No, I’m sorry little mouse, I am afraid that I will not be able to survive this forest fire.”

The mouse then ran to the red cedar tree. “Help, help! Can you help me escape the fire?” “No, I’m sorry little mouse, but I do not think that I can survive this great forest fire, either” said Red Cedar. Mouse ran from tree to tree asking the same question, and getting the same answer.

Finally he came to a great old Douglas fir tree, with its thick furrowed bark. “Help, help, Douglas fir! Can you help me escape this fire?” And Douglas fir replied, “Yes, I think that my thick bark will protect me from the heat of these flames. I may be able to survive this great fire. Climb to the top of my branches, and climb under the scales of my cone for extra protection.” So, little mouse did as he was told, and climbed way up into Douglas fir tree and hid under the scales of the Douglas fir cones. Many other little mice followed him and did the same. And the Douglas fir tree was right, its thick bark protected them from the flames of the fire, and the fire passed them by.

To this day, if you look under the scales of the Douglas fir cone you can still see little mice hiding under the scales of the cones. Can you see them too?